

# KARATINA UNIVERSITY

## **DIRECTORATE OF OPEN, DISTANCE AND E-LEARNING (ODeL)**

**FROM:** Director, ODeL

**DATE:** 17<sup>th</sup> August, 2022

**TO:** All Students

**REF:** KarU/ODeL/08/22

---

**RE: GUIDELINE TO ONLINE ETIQUETTE**

Above subject refers.

Find attached guideline to be observed during the virtual classroom sessions and for implementation of a successful online learning experience.

Thank You



Dr. Joan Wakasa Murumba

**Ag. Director - Open, Distance and E-Learning (ODeL)**

CC    Vice Chancellor  
      DVC (A, R & SA)  
      DVC (P, F & A)  
      Registrar (A, R & SA)  
      Registrar (P, F & A)  
      All Deans  
      Director (QA & ISO)  
      Director, ICT  
      Dean of Students

## **STUDENTS' GUIDELINE FOR ONLINE ETIQUETTE**

1. Read the announcements and seek for clarifications in advance where necessary.
2. Review online content uploaded and prepare for the class in advance.
3. Check your device to ensure it is in order (microphone and camera).
4. Check your connectivity in advance.
5. Be aware of your surroundings including ensuring good appearance in the background (clear background/non-disruptive); appropriate privacy; remove distracting noises in the background.
6. Join the virtual class at least ten (10) minutes before time.
7. Dress appropriately.
8. Mute your microphone when you are not talking.
9. Only talk when allowed by the instructor/lecturer.
10. Do not interrupt other speakers.
11. Avoid eating and chewing during virtual classroom sessions.
12. Avoid unnecessary movements during the session.
13. Turn off or silence your phone.
14. Pay attention and focus.
15. Post only relevant comments on the chat.
16. Participate actively and engage the lecturer.
17. Be ready to take notes.
18. Do not dominate the discussion.
19. Check your inbox regularly.
20. Apologize for any accidental breach of etiquette.

**Prepared by:**



Dr. Joan Wakasa Murumba

**Director - Open, Distance and E-Learning (ODEL)**